

Position Announcement

POSITION TITLE:

Communications Officer

LOCATION:

Emporia Police Department

DESCRIPTION:

Performs intermediate technical work on an assigned shift, dispatching police personnel usually in response to emergency situations; maintain records; enter data; prepare reports.

QUALIFICATIONS:

- Graduation from high school or GED
- Ability to speak clearly with understanding
- Type at a reasonable rate of speed
- Handle public safety communication and the public under stressful conditions while remaining calm
- Must have the ability to successfully complete Basic Dispatch School and certify in VCIN and NCIC, if not already certified
 - If certified, must submit a copy of certificate at the time of application.
- Must be able to successfully pass a background check, drug screen, and standardized test with a score of 70% or better (if not already certified)

SALARY:

\$32,197 + Excellent Benefits

CLOSING DATE:

Open until filled

APPLICATION INSTRUCTIONS;

Must apply on a City application, which may be obtained from:

The City of Emporia Website: www.ci.emporia.va.us

Email lori.jarratt@ci.emporia.va.us

Or via USPS

City of Emporia
City Manager's Office
201 S. Main Street
P.O. Box 511
Emporia, VA 23847
Phone: 434.634.3332
Fax 1.888.390.4964

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